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Governor



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James A. Carder
Director
Division of
Accounting

MEMORANDUM

TO: State Agencies
FROM: OA, Division of Accounting
DATE: April 24, 2003
RE: REPV FY04 Table Upload

For FY04 Recurring Payment Voucher (REPV) table set up, agencies have two options. An agency can elect to input the FY04 REPV data directly into SAM II Financial or complete an Excel spreadsheet that OA, Division of Accounting will upload.

If your agency had FY03 REPV table entries and your agency wants to upload the FY04 entries, please send an e-mail to OASAMIICentralAcct@mail.oa.state.mo.us requesting an Excel spreadsheet with your agency's FY03 entries. OA, Accounting will send you through e-mail the applicable spreadsheet with instructions on how to update the spreadsheet for the upload of the FY04 entries.

If your agency did not have FY03 REPV table entries and your agency wants to upload the FY04 entries, please send an e-mail to OASAMIICentralAcct@mail.oa.state.mo.us requesting an Excel spreadsheet template. OA, Accounting will send you through e-mail the applicable template and instructions on how to update the template for the upload of the FY04 entries.

Completed REPV spreadsheets must be forwarded via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us by 5:00 p.m. July 11, 2003.

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator may contact OA, Division of Accounting for assistance.